

Personnel

Payroll Regulations

Tribal Government
Service Leave**POLICY:**

- .01 Eligible employees may be granted leave to serve in the positions of Tribal Governor, Tribal Lieutenant Governor, or Tribal Secretary when they have not voluntarily sought the position and cannot reasonably decline it.

NOTE: For other tribal positions, the Community Service Leave policy may apply. See [AM 322](#).

Eligibility

- .02 To be eligible for Tribal Government Service Leave, a regular employee must have completed the new employee evaluation period and demonstrated fully satisfactory job performance. Short- and limited-term employees are not eligible.

Length of Leave

- .03 The period of Tribal Government Service Leave must be consistent with the term of office as follows:

One year term of office – Leave is for one year, renewable for one term of office, for a total of two years.

Two-year term of office – Leave is for two years, renewable for one term of office for a total of four years.

Renewal is at the discretion of the Laboratory Director.

- .04 **Subsequent Election** - If an employee returns to work status from Tribal Government Service Leave after one term of office and is subsequently elected to the same or a different office, the request for leave is treated as a new request.

Salary During Leave

- .05 During a period of Tribal Government Service Leave, an employee receives a portion of his or her regular salary according to the following schedule:

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Length of Laboratory Service % of full-time salary

Up to 2 years	50%
More than two years but less than 6 years	55%
6 years and over	60%

Part-time employees receive the lesser of their percentage of full-time pay or pay according to the above schedule.

Use of Paid Leave

- .06 Employees on Tribal Government Service Leave do not accrue and may not use accrued vacation or sick leave during the period of Tribal Government Service Leave. Vacation and sick leave balances are carried over for use upon return from Tribal Government Service Leave. With group-level manager's approval, the employee may exhaust his or her vacation balance before beginning Tribal Government Service Leave.

NOTE: An employee on Tribal Government Service Leave who develops a disabling medical condition should contact the Compensation and Benefits Group (HR-1, C&B) to discuss disability options.

Approvals

- .07 The Laboratory Director is the approval authority for Tribal Government Service Leave requests.

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PROCEDURES:

These procedures effective until further notice.

Personnel Action

- .08 When an employee requests Tribal Government Service Leave, the Human Resources Generalist in the employee's division prepares a Personnel Action (PA) Form and submits it to the Laboratory Director for approval. A PA is also required to return the employee to work status at the end of the leave.

Insurance Coverage

- .09 An employee on Tribal Government Service Leave may continue insurance coverage in effect at the time the leave begins, subject to the terms of those insurance policies. Employees planning Tribal Government Service Leave must

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consult with the Benefits staff in the Compensation and Benefits Group (HR-1) before the leave begins.

Retirement Service Credit

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While on Tribal Government Service Leave, a full-time employee earns retirement service credit for the leave period based on the percentages specified in .05. A part-time employee earns retirement service credit based on the percentage of full-time pay that they receive during the leave.